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24 NOV 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[]
Director of Information Services

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SUBJECT: OIS Weekly Report (17-23 November 1982) []

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Classification Review Division

During 1981 and early 1982, CRD reviewed all the NIEs and SNIEs that were published before 1964. The result was that 369 could be declassified from the CIA point of view. Since they are creations of the Intelligence Community, it was also necessary to coordinate their declassification with up to six other agencies. Letters have been sent to the appropriate agencies to effect coordination, but the response to our requests has been slow. The reviewing responsibility in some agencies has apparently not been clear, many agencies could not find copies of the documents, and many claimed higher priority tasks which left no time for the NIEs and SNIEs. The Army and Joint Chiefs of Staff deferred to the decisions of DIA, but DIA had not come into existence when most of these estimates were published. To speed up the coordination process, CRD instituted a system where we call up material by geographical area to our offices for review by the representatives of the coordinating agencies. State and the Air Force have responded and they have now completed review on about half of the material. They so far have concurred in release of all but about 12 documents. []

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CRD has learned that the Chief of the Systematic Classification Review Group, Department of State, will leave at the end of this year. He will be replaced on an interim three-month basis by a State Department annuitant who will work on contract until a permanent replacement is chosen. []

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CRD reviewed four OSS documents (5,652 pages), one DOD document (three pages), 31 documents of the Foreign Relations of the United States series (87 pages), nine DOD manuscripts (11 pages), two documents (four pages) for State Department, two manuscripts (463 pages) for the Publications Review Board, nine documents (1,777 pages) related to the Released Information Management System, and 14 miscellaneous documents (nine pages). []

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Records Management Division

Representatives of RMD and the DCI Security Committee met with DOD representatives to discuss the current status of DOD implementation of the DCI's classification guidance on National Foreign Intelligence Program resource data. Everyone except the Army agreed that the DCI classification guidance and the DOD interim guidance issued by the DOD Director of Information Security were sufficiently clear. The Army has problems with certain program elements of the General Defense Intelligence Program (GDIP). The Director of Information Security will redraft the interim DOD guidance to clarify certain points for the Army. If the Army still feels that certain program elements of GDIP should be exempt from the DCI guidance, an exemption will be requested from the Intelligence Community Staff. ☐

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Chief, RMD, Chief, CRD, Chief, Records Systems Branch (RSB), and the Agency Historian met with an OGC representative who was researching the possibility of recalling CIA records from the Presidential Libraries at the request of the DO. The OGC representative seemed to agree, after hearing the political and practical problems this approach would entail, that it would be preferable to explore other alternatives for solving the perceived problem of sensitive CIA information appearing in White House records holdings. ☐

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Two RMD officers visited the Office of Communications Records Management Officer to discuss the OL/OC Registry merger survey report. The report was favorably received by the Director of Communications, and most of the recommendations were approved and are being implemented. A meeting has been scheduled between the DO and OC to discuss the transfer of the pouching function to the DO. ☐

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RMD has been informed by the Department of State that certain medical and dental forms previously obtained from the Department at no cost now will have to be purchased because of limited Department funds. The Agency will be notified when procedures for ordering the forms have been worked out. ☐

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RMD and National Archives and Records Service (NARS) representatives met for a general discussion of the recently submitted DCI and Independent Offices revised records control schedules. NARS still expects the revised General Records Schedule to be available to Federal agencies at the beginning of the new year. ☐

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Information Technology Branch (ITB) members met with representatives from OGC and ODP to discuss the revamping of OGC's registry and the proposed ADP system for tracking cases within OGC. A consultant from the Securities and Exchange Commission gave a briefing on the proposed changes. Although there appears to be no significant technical problem with OGC's proposal, there are questions regarding the records management procedures associated with the new system. RSB has been informed and will be in contact with OGC on the matter. ☐

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The Design and Development Section of ITB produced two new versions of Report RA9509 (Total Cases Outstanding by Year) for the Information and Privacy Division (IPD). One version of the report provides totals for outstanding actions while the other provides totals for outstanding coordinations. ITB also conducted for IPD a demonstration of the retrieval capability developed through enhancements to the STATUS menu for Directorate ADD-ACCESS. ☐

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An RMD representative attended an after-hours presentation by PRC Government Information Systems. The presentation was made by a member of PRC's research and development staff on "Optical Video Disk and Image Data Transmission in Office Automation." ☐

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Regulations Control Division

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Information and Privacy Division

A separate report is attached. ☐

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Attachment:
As stated

EXO/OIS ☐ (24 Nov 1982)

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